

Convention Accounting for 501c3 requirements

1/31/2019

Basic format for 3 Ring Binder for LSR Yearly Conventions

Use monthly tabs

In each tab:

- Copy of monthly bank statements

- Deposit slips if any.

- Copy of deposited checks and/or paypal statements for the month.

- Copy of checks written to pay vendors and other bills or electronic statements

- Copy of payment transaction reports (from square, etc)

- Copy of any receipts for misc items

- Any pertinent email or other documentation. (optional)

- Copy of bills from vendor

Final Tab

- Copy of final convention budget tracking report

- Copy of convention final report

- Copy of insurance